



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER SOUTHWEST
2310 CRAVEN ST.
SAN DIEGO, CALIFORNIA 92136-5596

Canc: 1 Aug 04
NDCSWNOTE 5060
24 May 04

NAVDENCEN SOUTHWEST NOTICE 5060

Subj: CHANGE OF COMMAND CEREMONY

Encl: (1) Personnel Assignments

1. Purpose. To prescribe actions and assign responsibilities for Naval Dental Center Southwest, Change of Command Ceremony. This notice replaces NDCSWNOTE 5060 of 19 May 2004.

2. Background

a. CAPT John W. Kirby, DC, USN, will be relieved by CAPT Robert E. Hutto, DC, USN, at 1000 on 3 June 2004.

b. The ceremony will be held at the Admiral Kidd Conference Center onboard Naval Base Point Loma. A reception will immediately follow the ceremony at the same location.

3. Information. Active duty military and civilian personnel (Civil Service/Contractors) of Naval Dental Center Southwest are cordially invited to attend the ceremony and reception.

4. Uniforms. Prescribed uniforms for participants and guests are as follows:

a. Full Dress White: Components include large medals, gloves and sword. Nametags are not worn.

- (1) Official Party (días)
- (2) Adjutant
- (3) Battalion Commander
- (4) Company Commanders

b. Full Dress White: Components include large medals, gloves and skirts for females. Note that the sword is NOT included, and nametags are not worn.

- (1) Assistant Ceremony Coordinator
- (2) Escorts/Ushers
- (3) Commanding Officer Sideboys
- (4) Bell Ringer
- (5) Boatswains Mate

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c. Service Dress White: Components include skirts for females. Note that medals and gloves ARE NOT included, and nametags are not worn.

- (1) Company Members (Officer, CPO, and enlisted)
- (2) Parking Lot Attendants

d. Summer White: This does NOT include medals or gloves. Nametags may be worn.

- (1) Military Staff
- (2) Military Guests

e. Appropriate Attire for civilian guests

5. Official Party

- a. RDML(sel) Carol I. Turner, DC, USN, Chief, Navy Dental Corps
- b. CAPT John W. Kirby, DC, USN, Commanding Officer, NDCSW
- c. CAPT Robert E. Hutto, DC, USN, Prospective Commanding Officer, NDCSW

6. Attendance and Participation. This is a command evolution and clinic directors will ensure maximum military participation and attendance as directed. Enclosure (1) provides the listings of personnel participating in the ceremony. The following are guidelines and policy for watches and attendance:

a. Participants, all personnel mentioned in enclosure (1), must be at the ceremony location, in full uniform, no later than 0830 on 3 June.

b. Command personnel attending the ceremony must arrive no later than 0945 on 3 June.

c. The command watch for southern branch clinics will be set at 1200 on 3 June.

d. Civilian (government/contractor) personnel are invited to attend the ceremony under the following conditions:

(1) The ceremony will be considered the place of duty, from the time of director's dismissal from primary duties, until the watch is set at noon.

(2) Personnel not attending the ceremony will continue a normal work schedule at the clinic, as directed by his/her director.

e. All civilian personnel (including personnel not at the ceremony) will be granted an excused absence, beginning at 1200, 3 June, and ending at the close of regular work hours.

f. Each clinic is responsible for setting appropriate minimal staffing to cover emergencies, from the time that directors dismiss staff to attend the ceremony, until the command watch is set at noon. Directors will submit a written staffing plan to the executive officer in advance, which includes the work plan for civilian personnel not attending the ceremony.

g. Spouses and guests of staff military and civilian personnel are cordially invited to attend the ceremony.

h. Personnel not attending or designated to participate in the ceremony will continue regularly assigned duties.

7. Inclement Weather. In the event of inclement weather, the ceremony will be held in the same location, with modifications. The decision on inclement weather procedures will be made, if required, not later than 1 June 2004.

8. Traffic. The Operating Management Department will coordinate traffic control.

9. Rehearsals. There will be two rehearsals.

a. Rehearsal #1: Performed on Thursday, 20 May 2004 at 1300, in the courtyard at NDCSW. Members in the following positions must attend:

- (1) Adjutant
- (2) Assistant Ceremony Coordinator
- (3) Battalion Commander
- (4) Officer Company Commander
- (5) Enlisted Company Commander
- (6) Sideboys

b. Rehearsal #2: Performed on Tuesday, 1 June 2004 at 1000, at Admiral Kidd Conference Center. Members in the following positions must attend:

- (1) Adjutant
- (2) Assistant Ceremony Coordinator
- (3) Battalion Commander
- (4) Officer Company Commander
- (5) Enlisted Company Commander
- (6) Sideboys

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- (7) Senior Escort/Usher
- (8) Senior Parking Detail Member

10. Action

a. Executive Officer

(1) Identify and assign 24 personnel to form the Officer Company; assign one Group Commander and two Company Commanders.

(2) Conduct rehearsals on 20 May and 1 June 2004.

b. Command Master Chief

(1) Identify and assign 50 personnel for the Enlisted Company.

(2) Escort Official Party to ceremonial site.

(3) Provide and instruct Color Guard/Drill Team.

c. Ceremony Coordinator

(1) Type and distribute Change of Command notice.

(2) Issue all required announcements regarding the ceremony.

(3) Arrange reserved seating for flag officers and VIPs.

(4) Layout and print invitations and program packages.

(5) Mail invitations.

(6) Provide for media/photographic coverage.

d. Commanding Officer's Secretary

(1) Receive and record RSVPs.

(2) Keep project officer informed of attendees and VIPs.

e. Head, Operating Management Department

(1) Prepare ceremonial site; groom and clean nearby areas. Supervise set-up of stage/chairs.

(2) Develop a parking plan for guest and VIPs. Assign parking lot attendants.

- (3) Obtain fifty state flags and ceremonial bunting.
- (4) Provide set-up, two podiums and 250 chairs.
- (5) Provide public announcement systems.
- (6) Supervise installation of bunting at ceremonial area.
- (7) Provide transportation and drivers as required for VIP guests.
- (8) Clean-up ceremonial site, and supervise break down of ceremony area.

f. Head, Material Management Department

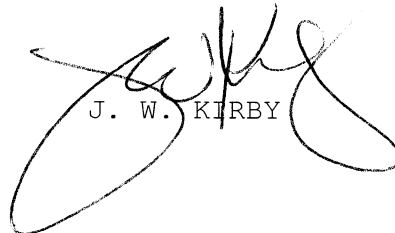
- (1) Submit printing request for Change of Command invitations and programs.
- (2) Provide necessary supplies and material.

g. Escorts/Ushers. The senior escort will be assisted by assigned personnel listed in enclosure (1). All guests will be received and seated by escorts. Specific instructions will be delivered by the senior escort.

h. Other Command Personnel. Assist in the conducting of ceremony as required.

11. Questions concerning the Change of Command ceremony may be directed to the Executive Officer or LCDR Rebecca Bernard, MSC, USN at (619) 556-8214.

12. This notice is cancelled effective 1 August 2004.


J. W. KIRBY

PERSONNEL ASSIGNMENTS

1. Officer-in-Charge of Ceremony/Adjutant CAPT W. N. Deuring, DC, USN
2. Assistant Ceremony Coordinator SHCM W. B. Davis, USN
3. Senior Escort/Usher CDR D. Hartzell, DC, USN

CDR O'Loughlin	LT Wardell	LT Merchant
LT Gawdowski	LT Walker	

4. Battalion Commander CAPT Waterman, DC, USN
5. Officer Company Commander CDR Harmatz, DC, USN

CAPT Joralmon	CAPT Cherry	CAPT Aragon
CAPT White	CAPT Kerr TBD	CAPT Gentile
CDR Milos	CDR Walker	CDR Neumann
CDR Brockman	CDR Sonnier	CDR McSwain
CDR McGraw	CDR Auld	CDR Schroeder
LCDR Gambrel	LCDR Pak	
LTJG Kraft	LT Hardeman	LT Mullen
LT Salanguit	LT Midei	LT Patangan
LT Bunn	LT Howell	LT Hudson
LT Gohl	LT Parra	LT Laufer
LT Chinh		

6. Enlisted Company Commander CDR Colburn, DC, USN

DT2 Cochran (PT Loma)	DT2 Ramos (NAVSTA)	DN Asuncion (MCRD)
DT2 Johnson (HQ)	DT2 Allred (NAVSTA)	DN Binsol (MCRD)
DT2 Murphy (HQ)	DT2 Aldape (NAVSTA)	DN DeJesus (MCRD)
DT2 Horne (HQ)	DT2 Aguilar (NAVSTA)	DN Scorza (MCRD)
SK1 Lee (HQ)	DT2 Tinsley (NAVSTA)	DT3(FMF) Bridges(MCRD)
SH2 Carter (HQ)	DT2 Calhoun (NAVSTA)	DT3(FMF) Macias (MCRD)
DT3 Ferrer (COR)	DT2 Maymaretech(NAVSTA)	DT3(SW) Martinez
DT3 Montgomery (COR)	DT2 Torres (NAVSTA)	(MCRD)
DN Emrick (COR)	DT3 Del Puerto(NAVSTA)	DT3(FMF) Rodriguez
DN Ramirez (COR)	DT3 Peck (NAVSTA)	(MCRD)
DT1 Mara (NAVSTA)	DT3 Ortiz (NAVSTA)	DT3(SW/FMF/AW)
DT2 Fawcett (NAVSTA)	DN Diaz (NAVSTA)	Villareal (MCRD)
DT2 Ulibarri (NAVSTA)	DN Cooper (NAVSTA)	DT2(SW/AW) Adjei-
DT2 Grant (NAVSTA)	DN Teron (NAVSTA)	Sarpong (MCRD)
DT2 Harris (NAVSTA)	DN Moore (NAVSTA)	DT2(SW) Little (MCRD)
DN Alferos (MCRD)		DT2(FMF) Manalansan(MC
DT3 Obermiller (ADL		DN Aquino (ADL)
standby)		

Others to be determined

7. Parking Detail MA1 Valle

8. Commanding Officer Sideboys

CDR L. Hartzell	LT Cross
DTC Driver	DT3 Obermiller

9. Bell Ringer SH2 Whitmore

10. Boatswain Mate BM2 Soto